

**APPROPRIATION AND FUND REPORTS****Section A--Status of Funds Data Base Transmission, RCS: HAF-ACF(AR)7801 Report**

**29-1. General Information.** Under the Data Base Transmission (DBT) report concept, a single data base extract, containing status of funds information, is forwarded from base field organizations to update succeeding higher level data bases at major commands (MAJCOMs) and DFAS-DE. A number of features of DBT ensure a complete and accurate data bank at all levels and minimize the effort and time required to process, reconcile, control, and audit status of funds data. These design features include:

**a. Exception Reporting.** Only those records that have been added, deleted, or changed in some way since the last DBT submission (normally the previous month) will be extracted and reported to MAJCOM/field operating agency (FOA) level. This includes records that have changed either in accounting classification or dollar amount, including a reduction to zero. Cumulative amounts are reported for all changed records in the field organization's database. The capability to retransmit the entire database is also present, if needed, for recovery purposes at the MAJCOM/FOA and DFAS-DE levels.

**b. Total Reporting.** DBT provides for submission of all detail level data elements and cumulative amounts. Total reporting is required for the first DBT submission for a reporting activity. It is also used to reestablish the database at MAJCOM/FOA and DFAS-DE levels after fiscal year-end conversions and whenever required for recovery purposes.

**c. Level of Detail Reported.** The level of reporting between MAJCOMs/FOAs varies depending upon the type of funds involved and management needs. DBT provides for a flexible level of detail data selection within OAC, OBAN/ASN, fund code, FY/PY, OBY, and fund type as provided in AFM 177-370, section 18.

**d. Proof of Accounts and Control Totals.** DBT provides for summary total records of all amounts at budget program or MFP level or at country code level for certain FMS fund codes, summary totals of unchanged records, detail change data records, and zero balance/transmittal listings that are used to proof accounts and for control purposes. (See AFM 177-370, section 75.)

**29-2. Special DBT Procedures:**

a. Special reporting techniques for certain AFMC funds (fund codes 11, 15, 17, 4E, 4F, 4F, and H8) which provide for extracting information from different automated sources are described in AFM 177-370, section 75.

b. To identify base level records, where amounts have changed, a DBT extract indicator (EI) has been added to each balance ID in the automated A&F/DA system. During end-of-month MAFR processing, all current month amounts are transferred to a cumulative field for each balance ID. At the same time, the EIs are reset to reflect current month activity rolled into cumulative or no activity during the DBT reporting period. Under DBT, processing of new month activity should be deferred until the end-of-month MAFR processing has been accomplished.

**29-3. Report Requirements:**

a. See AFM 177-370, section 75, for an explanation of the standard data elements reported in the DBT RCS: HAF-ACF(AR)7801 report. The funding MAJCOM/FOA may prescribe a different level of detail (AFM 177-370, section 18.12).

b. Amounts reported are identified by balance IDs (AFM 177-370, section 75).

**29-4. Report Formats:**

**a. DBT Report Records.** Report record formats are in AFM 177-370, figures 75-3 through 75-5.

**b. Report Listings:**

(1) DBT Report Request. This listing shows the type of reports and type of funds requested. See AFM 177-370, section 75 for instructions.

(2) DBT Extract Audit and Transmittal List. This listing shows the information to be reported in the RCS: HAF-ACF(AR)7801 report. It is used as the principle audit and research tool to verify the DBT report. See AFM 177-370, section 75, and paragraph 29-8 of this regulation for further information.

#### **29-5. Responsible PROCESSING CENTER. ACA.**

**29-6. Period Covered.** An end-of-month report is required for each ADSN. Mid-month or as-required reports are requested at MAJCOM/FOA option.

**29-7. Medical Expense Information.** Obtain the medical facility code either from AFCDD, ADE ME-142, or the director of base medical services. As part of the mechanized DBT extract, a tape extract of medical expense data is produced each month. This tape extract is available to the director of base medical services for further processing. (See AFM 177-370, section 58.)

#### **29-8. Audit Requirements:**

a. Audit requirements for the RCS: HAF-ACF(AR)7801 are predicated upon prompt detection and correction of errors day-by-day throughout the month. This includes the daily audit of remote transactions, ACA verification of all new accounting classifications, verification of fund authorities in accounting records to funding documents, daily resolution of all management and reject notices, and other techniques provided by the current accounting system. Use the field organization's address directory, operating budget ledger/allotment ledger, open document list, and other management products to ensure an effective day-to-day audit program is maintained. This also includes proper control of prior month transactions and correction of disk check errors noted during end-of-month processing. If these audit requirements are being complied with, the DBT extract can generally be accepted as correct, with audit of the report being limited to reconciliation of OAC, OBAN/ASN, fund code, fiscal year, and fund type summary totals to related totals on the end-of-month operating budget ledger allotment ledger. See AFM 177-370, section 75, for further information.

b. Make sure the proper medical facility code is present in applicable report records.

c. Correct any data element, amount, or out-of-balance errors in this report per AFM 177-370, section 75. Routine changes or corrections of the base-level data base during the month are later reflected in the MAJCOM data base by DBT update as described in AFM 177-370, section 75.

#### **29-9. Supplemental Status of Funds Data:**

a. **Military personnel appropriation reimbursement data.** Report military personnel appropriation reimbursement data IAW AFM 177-370, section 75.

b. **Recoveries of prior year obligations. Rescinded.**

c. **Annual Schedule of Independent Unliquidated Obligation Reviews. Rescinded.**

#### **29-10. Nonautomated Reporting Procedures:**

a. Any reporting activity without access to Data Automation support manually prepares and submits required DBT report records to the MAJCOM, preferably on a total submission basis. If data entry support is not available, make mutual arrangements between the reporting activity and its MAJCOM to submit required DBT report data in either letter or message format. The recipient MAJCOM then inputs this data into its DBT command consolidation.

b. Submit non-DBT status of allotment reports for funds of other military services or OSD agencies IAW procedures prescribed by the funding activity.

#### **29-11. Due Dates and Distribution:**

a. Prepare and submit end-of-month reports to DFAS-Accounting and Reports Division (AHAR)/DE by the date prescribed.

b. Send the report for the National Imagery and Mapping Agency (NIMA) appropriations to NIMA Topographic Center, Code 29310, 6500 Brooks Lane, Washington DC 20135. FTP address is NIMAHTC code LMF, RUEOPAA, content indicator code IAZZ.

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d. **Due Dates and Distribution.** Send supplemental status of funds data, prescribed in paragraph 29-9, to arrive at the funding command according to the following schedule:

(1) **Monthly:** submit military reimbursement data with end-of-month reports in accordance with paragraph 29-11a above.

(2) **Annually:** submit Schedule of Unliquidated Obligations Reviewed as prescribed by DFAS-AHAR/DE.

**29-12. Fiscal Year-End Reports.** Submit certified end-of-year reports according to DFAS-DE 7220.1-R (formerly AFR 170-9) and chapter 27 of this regulation.

**29-13. Total Final Reporting (TFR): Deleted.**

## **Section B--Status of Allotment Report--Army Funds, RCS: CSCFA-216**

### **29-14. Requirement.**

a. An Air Force activity receiving an allotment of funds from the Department of the Army per Army/Air Force funding agreement submits a status of allotment report to the office that issued the allotment.

b. An Army installation or activity receiving an allotment of funds from the Air Force submits to DFAS-Departmental Accounting (AHA)/DE a status of allotment report, SAF-FM(M)7111-DE, Summary Schedule of Transactions - AF Allotments. (Reference AR 37-108.)

**29-15. Format.** Prepare the report on DA Form 2794, Status of Allotment by Appropriation (figure 29-1) or DA Form 2795, Status of Allotment by Budget Program/Project/Subproject (figure 29-2) which are authorized for local reproduction. (If reporting is required on other than these forms, follow instructions provided by the office that issued the allotment.)

**29-16. Period Covered.** Calendar month (cumulative).

**29-17. Responsible Processing Center.** ACA.

**29-18. Due Date.** The status of allotment report is due in the allotting office by noon on the 10th calendar day of the month after the close of the reporting period, unless extension of due date is specifically authorized. When reporting on the status of suballotments, the report is due in the suballotting office by the close of business on the 5th workday of the month after the close of the reporting period.

### **29-19. Distribution:**

a. **For Allotments.** Original and one copy to the operating agency accounts office from which the allotment is received.

b. **For Suballotments.** Original to suballotter and one copy to the supervisory operating agency accounts office.

**29-20. Preparation.** Prepare a separate report for each allotment or suballotment per AR 37-108, chapter 15, section III, or instructions provided by the office issuing the allotment, if applicable. Support the information required on the various lines by appropriation, budget program, or project by documents maintained in the installation's records. (Under automated systems, use the Allotment Ledger as a source for the report.) Report money amounts in exact dollars and cents.

## **Section C--Report of Contingency Expenditures, RCS: HAF-CVA(Q)7113**

**29-21. Requirement.** This report is prescribed in AFI 65-603 (former AFR 11-16). All field organizations that receive an operating budget authority for contingencies and operation and maintenance appropriation, furnish obligation and expenditure data or help prepare this quarterly report as required.

**29-22. Format.** If only one page is needed for the report, use AF Form 134, Report of Contingency Expenditures. If the report consists of more than one page, use AF Form 134a for all except the last page of the report. Reproduce AF Forms 134 and 134a locally.

**29-23. Period Covered.** Quarterly--31 Dec, 31 Mar, 30 Jun, and 30 Sep.

**29-24. Responsible Processing Center.** ACA.

**29-25. Due Date.** As prescribed by MAJCOM.

**29-26. Distribution.** As prescribed by MAJCOM.

**29-27. Preparation.** Instructions for preparation are in AFI 65-603.

**Section D--Report of Obligations Incurred Under Authority of Section 3732, Revised Statutes (41 U.S.C. 11), Acct Rpt(RS)373**

**29-28. Requirement:**

a. DoD Directive 7220.8, 16 Aug 1956, sets up the policy and basic rules to follow under the authority of R.S. 3732 (41 U.S.C. 11) as implemented in DFAS-DE 7200.1-R. It authorizes military departments to incur obligations for specific purposes in excess of appropriations available for these purposes. The provisions of this directive apply to all components of military departments of DoD to which appropriations and funds are made available.

b. R.S. 3732, implemented by DFAS-DE 7200.1-R, authorizes the incurrence of obligations in excess of available funds in procuring or furnishing clothing, subsistence, forage, fuel, quarters, transportation, or medical and hospital supplies not to exceed the necessities of the current FY. The authorization is limited to emergency circumstances in which immediate action is imperative and such action cannot be delayed long enough to obtain enough funds to cover the procurement or furnishing of the required services or materiel. This authority cannot be used to circumvent the provisions of DFAS-DE 7200.1-R.

c. When it is necessary to create or authorize an overobligation for the purposes set forth above, the commander having jurisdiction over the accounting component administering the funds involved prepares a report.

d. Overobligations that fail to meet the criteria under R.S. 3732 are considered to be violations of DFAS-DE 7200.1-R and must be reported per section E this chapter.

e. Procedure for the administrative control of funds is prescribed in part four.

**29-29. Format.** Letter form (see DFAS-DE 7200.1-R).

**29-30. Period Covered.** Not applicable.

**29-31. Responsible Processing Center.** ACA.

**29-32. Due Date.** Due within 10 CDs after the decision is made to incur the over-obligation.

**29-33. Distribution.** Send the original and one copy through command channels to DFAS-Systems Integration and Procedures (AS)/DE, 6760 E. Irvington Place, Denver CO 80279-8000. Send a copy for each successive headquarters.

**29-34. Preparation.** Prepare this report per DFAS-DE 7200.1-R.

**Section E--Report of Violations of DFAS-DE 7200.1-R, Acct Rpt(AR)170**

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**29-35. Requirement.** The Report of Violations of DFAS-DE 7200.1-R is required by DFAS-DE 7200.1-R which implements DoD Directive 7200.1, 15 Nov 1978.

**29-36. Format.** Letter form (see DFAS-DE 7200.1-R).

**29-37. Period Covered.** Not applicable.

**29-38. Responsible Processing Center.** Office designated by the base or wing commander.

**29-39. Due Date.** See DFAS-DE 7200.1-R.

**29-40. Distribution.** As required in DFAS-DE 7200.1-R.

**29-41. Preparation.** Instructions for preparation are in DFAS-DE 7200.1-R.

**Section F--Cycle Report of Vouchers For- and By-Others, RCS: HAF-ACF(W)7112****29-42. Requirement and Format:**

a. These cycle schedules are prescribed to provide department control over disbursements and collections for- and by-others, facilitate reconciliation at DFAS/DE, and provide a basis for preparation of USAF reports:

(1) RCS: HAF-ACF(W)7112, Cycle Report of Vouchers For- and By-Others (see AFM 177-370, figures 77-2 and 77-3).

(2) AF Form 1545, Advice of Acknowledgment--Transactions By-Others (figure 29-4 or AFM 177-370, figure 77-4).

(3) AF Form 1386, Advice of Transactions Paid For-Others.

(4) RCS: HAF-ACF(W)7112 Edit/Validation List.

(5) RCS: HAF-ACF(W)7112, For-Others Audit & Voucher Transmittal Listing with appropriate copies of for-others vouchers and supporting documentation.

b. Do not include transactions affecting foreign transaction (FT) accounts in cycle schedules. See DoDFMR, volume 5 (former AFR 177-108).

\*c. Defense Cash Accountability System (DCAS) procedures are prescribed to provide a capability for handling only cross disbursements and collections, and provide a standard protocol for DFAS to process, report and analyze cash transaction uniformly among all of the military services. They are applicable to field organizations designated as DCAS participating sites. DAO/RAFO/field organizations participating in DCAS will also continue to utilize procedures outlined in paragraph 29-47.

(1) DCAS receives Air Force-for Others cross disbursing information from the weekly Cycle Report of Vouchers For- and By-Others, RCS: HAF-ACF(W)7112 via a DFAS-Cash Accountability Division (AHAA)/DE file transfer procedure. Transactions handled in DCAS include:

(a) Air Force-for Army, Navy, Marine Corps and Defense Agencies.

(b) Navy-for-Air Force and Army.

(c) Army-for-Air Force and Navy.

(d) State Department for Army, Air Force, and Navy.

(e) Office of the Secretary of Defense (TI 97) appropriations.

(2) DCAS will not include the following transactions:

(a) For-self.

(b) Interfund.

(c) Defense Civilian Pay System (DCPS) payroll.

(d) Defense Automated Printing Service (DAPS).

(e) Army Transportation (146 or SAF-ACF(AR)8901A).

- (f) Contract Payment Notices (CPNs).
- (g) MILSCAP.
- (h) Foreign transaction (FT) accounts. See DoDFMR, volume 5.
- (i) Foreign Military Sales State Department for Army, Air Force, and Navy.

(3) Following DFAS-DE data transmissions to DCAS, field organizations sign onto the DCAS system to enter supplemental accounting information to their cross disbursement transactions.

**\*29-43. Period Covered.**

**\*a. Weekly cycle** submissions normally cover the period Sunday through Saturday, inclusive. Handle partial cycles at the beginning or ending of a month as follows:

**\*(1) Initial Cycle.** If the first cycle of a month consists of 2 workdays or less, include these days with the next cycle report (if more than 2 workdays, report as a full cycle).

**\*(2) Last Cycle.** If the last cycle report of the month consists of 1 or 2 workdays, include these workdays in the previous cycle. If the last cycle is 3 workdays or more, report as a full cycle.

**\*b. Transmission to DCAS.** The scheduled dates DFAS-AHAA/DE will transmit cross disbursement files to DCAS are the 1st, 5th, 12th and 17th workday of each month.

**\*c. Transmission to DFAS-DE.** DCAS makes daily FTP transmissions of completed transactions DFAS-AHAA/DE.

**29-44. Responsible Processing Center. ACA.**

**29-45. Due Date and Distribution:**

a. Submit reports within sufficient time to arrive at DFAS-DE NLT 1200 hours MTZ on the third workday after the cycle reported, unless paragraphs (1) or (2) apply. A schedule for the next 6-month period is mailed with the By-Others Registers and a package sent out in February and August by DFAS-AHAA/DE. It shows the period covered by each cycle, the cycle ID number, report as-of date, and report due-out date, based on the current calendar. Deviations from the normal dates are:

(1) If a federal holiday falls in the normal report preparation period, both the cycle period and the due-out period are moved back for the holiday. (Although not shown on the schedule, this rule may be applied to foreign government holidays if necessary to meet the prescribed due-out date.)

(2) If the normal due-out date for the last cycle report would cause most reports to be received in DFAS-DE on Saturday or Sunday, an extra day is allowed between the last day of the month and due-out date.

b. Transmit the cycle report by FTP to the DFAS-DE Data Processing Center (RUVEGAA) on the third workday after the close of the period. Mail hard copy documents (paragraph 29-46) and rejects (paragraph 29-47c) on the same day. Prepare the FTP report records per AFM 177-370, figures 77-2, 77-3, and 77-4. Schedule reports for transmission via Automated Data Reports Submission System (ADRSS) as prescribed in the Workload Information Scheduling Processor (WISP) procedures (AFM 177-370, Section 7).

c. ACA mails the following for-others products to DFAS-AHAA/DE, 6760 E. Irvington Place, Denver, CO 80279-8000:

(1) RCS: HAF-ACF(W)7112 For-Others Audit & Voucher Transmittal Listing with appropriate copies of for-others vouchers and supporting documentation.

(2) RCS: HAF-ACF(W)7112 Edit/Validation List

(3) AF Form 1386, Advice of Transactions Paid For- Others.

(4) These products should be packaged in the above order from bottom to top.

(5) Make every effort to send these documents before the end of the month to minimize reconciliation differences.

(6) Stray vouchers and rejects should not be included in this package (paragraphs 27-30c(1)(b) and 29-47c).

d. Negative reports are required. Send negative reports to DFAS-AHAA/DE.

e. Notify DFAS-AHAA/DE by the fastest means possible if your report will be late due to computer malfunction or similar reason. Do not consider a late report as a negative report.

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f. The first cycle of a new fiscal year will cover the first two normal periods described in paragraph 29-43a. Only one negative report may be sent to cover the extended period.

\*g. **Supplemental Data Input.** Timely recording and reporting of outlays is of utmost importance. Field organization input of supplemental information must be made as quickly as possible but no later than 3 workdays after Cross-Disbursing transactions are transmitted to DCAS (Paragraph 29-43b).

(1) ACA/ARM is responsible for ensuring timely processing of supplemental information and will monitor the aging of DCAS transactions awaiting supplemental data input.

(2) Aged transactions are monitored in DCAS via the Aged Outstanding Transaction Query Screen.

\*h. **DCAS By-Others Transmission to Network.** In addition to the 7112 distributed by DFAS-AHAA/DE, you will also receive, in lieu of vouchers, an electronic text file containing DCAS transactions.

(1) The text file contains detail data information necessary for posting purposes. (See figure 29-33 for record format and descriptions.)

(2) If vouchers identified in Paragraph 29-47b(4) and Tables 29-1 and 29-2 have not been provided, contact the disbursing station for missing documents. The telephone numbers of disbursing stations may be obtained from DCAS via the Disbursing Station Query Screen.

### **29-46. Method of Shipment:**

a. Send in cycle packages by first class or priority mail. Packages 0-12 oz. should be stamped "First Class." Packages over 12 oz. should be stamped "Priority Mail." Government overnight service federal express should be used for the last cycle of the month, whenever possible, to avoid the late receipt of voucher copies at DFAS-Denver. Check with local mailroom for restrictions.

b. Mark all shipments on the outside of the package in the lower left-hand corner on the address side of the label to show (figures 29-19 and 29-20):

(1) RCS:HAF-ACF(W)7112

(2) Cycle ID

(3) Your ADSN

(4) The package number and total packages and date of the account, i.e., 1 of 1 (7 Mar 90) or 3 of 5 (21 Mar 90). The date of the account is the last business date of the cycle.

c. Do not combine voucher cycles in one shipment. If cycle reports 1 and 2 must be sent with cycle 3 report, consider the package and period covered as cycle 3.

d. Fiberboard boxes used to ship vouchers should not be larger than 14 3/4 x 12 x 9 1/2 inches (federal supply schedule 8115-00-117-8344). For less than 1/2 cubic foot, use a box 14 3/4 x 9 1/2 x 4 7/8 inches (federal supply schedule 8115-00-117-8338). Wadded paper may be used to fill open spaces in the box. Reinforce or seal boxes with nylon tape or paper tape only.

e. When volume does not warrant the use of a box, envelopes may be used. The envelope used must be only slightly larger than the material being mailed. Avoid using envelopes larger than 10 x 15 inches. Self-adhesive type envelopes that seal on the top, not on the end, should be used. See Federal supply schedule category group 75. Reinforce or seal envelopes with nylon filament tape. Do not use transparent or masking tape.

### **29-47. Preparation:**

#### **a. RCS: HAF-ACF(W)7112 Edit/Validation List.**

(1) This list provides a comparison of for-other transactions to the MART validation file (AFM 177-370, sections 36 and 77).

(2) ACA reviews each MART indicator and ensures appropriate corrective action. Sometimes, valid items are not in the MART validation file. Contact DFAS-AHA/DE to determine if the data is valid. Annotate on the list, the name of the person contacted and the date.

(3) After all corrections, the list is rerun for:

(a) Submission to DFAS-DE. (AFM 177-370, sections 36 and 77).

(b) Retention, as your final report.

**b. 7112 For-Others Voucher Audit and Transmittal List.** This product summarizes for-others transactions and is used to transmit copies of vouchers and supporting documents to DFAS-DE (AFM 177-370, Section 77).

(1) ACA compares the transmittal list to the voucher copies from the individual processing centers to ensure:

- (a) All for-others transactions are included.
- (b) All transaction data is correct.
- (c) Appropriate and legible copies were provided.
- (d) Field organizations supporting CONUS commissary satellite stores use special MAFR procedures

(AFR 177-106 (formerly AFR 177-23, chapter 13)). These satellite field organizations keep the voucher copies citing FC 62 and FC 76 collection transactions for the commissary complex field organization. The vouchers are listed on the transmittal list and the report records are sent to DFAS-AHAA/DE. Vouchers citing FC 62 and a field organization other than the commissary complex support field organization are included with the transmittal list sent to DFAS-AHAA/DE.

\*(2) DCAS. ACA reviews the transmittal list to ensure:

\*(a) Voucher copies are not submitted, except for cross disbursing chargebacks (Symbol 3875) and foreign military sales (FMS) transactions.

\*(b) Retain the voucher copies for these transactions for supplemental input and for as long as necessary to support any voucher requests made by accountable activities to your site.

\*(c) All transaction data is correct.

\*(d) Appropriate and legible voucher copies were provided.

\*(3) If corrections are necessary, the transmittal list must be rerun.

\*(4) For non-DCAS, attach the voucher and support copies to each page break with the transmittal list face out. Do not mail DCAS voucher and supporting copies to DFAS-DE. For DCAS, mail voucher and support copies for \*\*3875 transactions directly to the accountable station. Use the DCAS "Accounting Station Query" to locate mailing addresses of accountable stations.

**c. Advice of Acknowledgement--Transactions By-Others:**

(1) General Requirements. By-Others transactions should be processed as quickly as possible. Timely recording and reporting of outlays is of utmost importance. ACA is responsible for ensuring timely by-others processing. Direct requests for extensions of the time frames below to DFAS-AHA/DE. Intransit summaries are mailed to accountable stations and their major commands to assist in monitoring unacknowledged cycles.

By-Others cycles must be processed, acknowledgments transmitted, and rejects, if any, mailed not later than:

- (a) 4 weeks after DFAS-DE FTP transmission of Voucherless Travel cycles.
- (b) 4 weeks after DFAS-DE FTP transmission of DFAS-IN Transportation cycles.
- (c) 4 weeks after receipt of DFAS-CO/ALB cycles and the PIIN lists mailed from DFAS-DE.
- (d) 2 weeks after receipt of Cross-Disbursing cycles and the voucher copies mailed from DFAS-DE.
- (e) 4 weeks after receipt of Air-for-Air cycles and the voucher copies mailed from DFAS-DE (Figure 27-24).

(2) No Reject in Cycle. Field organizations prepare an advice of acknowledgement report record (AFM 177-370, figure 77-4) for each By-Others cycle accepted. Include acknowledgement records in the weekly FTP transmission of the RCS: HAF-ACF(W)7112 report.

(3) Rejection of Line Items in Cycle. Field organizations may use AF Form 1545, Advice of Acknowledgement--Transactions By-Others, to acknowledge receipt and disposition of each Register of Transactions By-Others received from DFAS-DE. Complete AF Form 1545 in original and one copy:

- (a) ADSN--Enter ADSN of the preparing station.
- (b) RCS--Enter RCS: HAF-ACF(W)7112.
- (c) Section I--Use this section to acknowledge receipt of Register of Transactions By-Others.

1. Total Amount. For Register of Transactions By-Others received from DFAS-DE, enter the total values of list as shown on the register on AF Form 1545. For example, if total of Section I (Disbursements) is \$8,000.00 and total of Section II (Reimbursements) is \$500.00, enter \$8,500.00 on AF Form 1545. Always



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enter refunds and negative reimbursements in parentheses, ( ), if the total values of the register show refunds greater than disbursements and if negative reimbursements are greater than reimbursements.

2. Register Number. Enter Cycle ID (Figure 27-24).

3. Acceptable Transactions. Enter in appropriate blocks the month in which acceptable transactions are reported.

(d) Section II--Use this section for rejected transactions.

1. Total Amount of Rejects. Enter total dollar amount of disbursements (less refunds) and reimbursements rejected. Prepare DD Form 870, Request for Fiscal Information Transportation Request, Bills of Lading, and Meal Ticket, for rejected DFAS-IN transactions, AF Form 1544 for rejected AMC airlift transactions, and AF Form 1543 for other Air Force rejected transactions. See paragraph 27-32 for preparation of these forms. (NOTE: Once a transaction has been rejected on AF Form 1544 or DD Form 870, and retransmitted from DFAS-DE to the base, make further rejections on AF Form 1543.) Do not net disbursements with reimbursements. Enter refunds and negative reimbursements in parentheses.

2. Number of Line Item Rejects. Enter the number of line items being rejected. Count each item on the detail listing supporting a AMC billing and each item on a DA Form 14-94 as a separate line item.

3. Remarks. Enter any pertinent comments.

4. Station Name, Signature, and Date. Enter the station name, signature of approving individual, and date sent to DFAS-DE.

5. Record positions printed on AF Form 1545 are for DFAS-DE use only.

(4) Mailing Forms to DFAS-DE. ACA mails original AF Form 1545, plus original and duplicate of AF Form(s) 1543, with voucher copy, AF Form(s) 1544, and/or DD Form(s) 870 separate from other 7112 products to DFAS-AHAA/DE, 6760 E. Irvington Place, Denver, CO 80279-8000. Type or clearly write in the lower left-hand corner on the address side of the package: AF Form 1545. Mail rejects as cycles are completed but not later than the due-out dates of paragraph 29-47(c)(1). Do not wait for end of month processing to combine all rejects in a single mailing. Send by first class or priority mail. ACA keeps a copy of the AF Form 1545.

**d. RCS: HAF-ACF(W)7112 Cycle Report of Vouchers For- and By-Others.** This is your final report to DFAS-DE (AFM 177-370, Section 77).

(1) Make sure all data is correct (paragraphs 29-47a(2) and b(1)).

(2) Add advice of acknowledgment records for all By-Others cycles completed (AFM 177-370, paragraph 77.1.g).

(3) Prepare your report for FTP transmission (paragraph 29-45b).

(4) If RCS: HAF-ACF(W)7112 report records are changed in the last cycle of a month, a like change is required in the RCS: HAF-ACF(M)7113 report records. It is not necessary to process transactions in the next month to correct these errors. There is no cumulative reporting for MAFR report codes D and V (MAFR processing codes C and U).

**e. Rejection of Non-Air Force Funds.** It is the responsibility of the central point for each DoD agency (Army (DFAS-IN), Navy, Air Force (DFAS-DE), etc.) to monitor and control transactions citing their own funds and determine proper disposition of rejected transactions. DFAS-DE provides central support for the DFAS-Security Assistance (AW)/DE. Reject back to DFAS-DE only those transactions appearing on DFAS-DE by-other registers.

**f. AF Form 1386, Advice of Transactions Paid For-Others.** Prepare original and two copies. See figure 29-3.

(1) Section I. Enter operating agency code, reporting station ADSN, cycle identification, and last day of cycle.

(2) Section II. Leave blank.

(3) Section III. Enter number of line items on edit/validation list, date prepared, station name, Accounts Control point of contact, remarks (if needed), signature of the chief of Accounts Control, and date signed.

**g. Cyclic MAFR For-Others Audit List.** This optional list may be used to assist the reconciliation of for-others transactions required in paragraphs a and b above. See AFM 177-370, section 77.

**29-48. Adjustments.** See chapter 27, section F, on preparing adjustments to reports.

**Section G--Monthly Package Reports of Disbursements and Collection Transactions, RCS:  
HAF-ACF(M)7113**

**\*29-49. Requirement and Format.** The ACA submits this report to DFAS-AHA/DE under cover of a DD Form 2666, Transmittal of Statements and Vouchers. Bases with access to FTP facilities also submit report records by FTP as prescribed in AFM 177-370, section 78. Include transactions affecting funds of DoD agencies. Do not include foreign exchange (FT) accounts. Original disbursement and collection vouchers are not part of this report. See DoDFMR, vol. 5, chapter 20. Include the following in the report package mailed to DFAS-AHA/DE:

- a. Original SF 1219, Statement of Accountability, and supporting OFs 1017G, Journal Voucher. Do not send AF Forms 1342, Daily Cash Accountability and Transaction Summary.
- b. Original DD Form 1329, Statement of Transactions, or mechanized listing.
- c. A copy of the Monthly Consolidated SF 1179, Month End Check Issue Summary.
- d. Original buyer and seller DD Forms 1400, Statement of Interfund Transactions; the Schedule of Interfund Transactions (buyer and seller Report Code K and Current Month Interfund Suspense Audit and Transmittal List); and Interfund Suspense Cumulative Balance list for account 57F3885.2000 (see paragraph 29-55).
- e. DFAS-CO/ALB (former Defense Contract Management Region (DCMR) and Defense Contract Management Operational Office (DCMOO) installations) submits an original AF Form 1384, Daily Summary of Disbursements and Collections. An AF Form 1384 is not required from other field organizations.
- f. Original schedule of net disbursements/reimbursements (see paragraph 29-56). Do not submit the typed schedule or machine listing if the report records are sent by FTP. Accounting and disbursing agents assigned an ADSN also submit this schedule if report records are not sent by FTP.

**29-50. Period Covered.** Calendar month, except upon relief of the field organization (see paragraph 6-40) or inactivation of a field organization on other than the last day of the month (see paragraph 6-44 and AFM 177-370, sections 74 and 78).

**29-51. Responsible Processing Center.** ACA except where otherwise indicated.

**\*29-52. Due Date and Distribution:**

**a. Non-FTP Reporting to DFAS-AHA/DE.** The report is due out from the reporting base to DFAS-AHA/DE not later than COB on the 3rd workday following the month reported. If the submission is delayed, the field organization must sign a statement explaining the delay and include it in the package.

(1) Send packages by first class or priority mail. Packages 0-12 oz. should be stamped "First Class." Packages over 12 oz. should be stamped "Priority Mail." Do not use overnight express mail.

(2) Write or stamp RCS: HAF-ACF(M)7113 and your ADSN in the lower left-hand corner of the address side of the package. Indicate the number of packages as specified in paragraph 29-46b. See figures 29-21 and 29-22.

(3) Address packages to DFAS-AHA/DE, 6760 E. Irvington Place, Denver CO 80279-8000.

(4) See paragraph 29-46d and e for appropriate box and envelope sizes.

**b. FTP Reporting to DFAS-AHA/DE.** Submit reports within sufficient time to arrive at DFAS-DE NLT 2400 hours MTZ of the 4th workday following the month reported. Prepare FTP messages per JANAP 128 and AFM 171-370. Each FTP message group contains FTP header, text header, basic report data, text trailer (when appropriate), and FTP end-of-transmission record. If you prepare the FTP header, show addressee as DFAS-DE Data Processing Center, RUVEGAA. Insert OE in the "To" address field in the text header in rp 64-65 and TCA in rp 66-69. Insert the "From" address per AFM 171-100. Also mail the HAF-ACF(M)7113 package (see paragraph 29-49) to DFAS-AHAA/DE on the 4th workday. If a base is not mechanized but has access to data entry and FTP facilities, submit the MAFR package by FTP. Advise DFAS-AHAA/DE 10 days before the first FTP submission.

**\*c. Reporting Under Adverse Circumstances.** When adverse circumstances prevent submission of the complete report to DFAS-DE/ADA on the required due date, report SF 1219, DD Form 1400, and DD Form 1329 data by FTP. Send by message or via electronic mail if FTP is not available.

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**\*d. September Requirements.** Special instructions for September fiscal year-end reporting are in paragraph 29-60.

**29-53. Preparation--SF 1219, Statement of Accountability.** See DoDFMR, volume 5, paragraph 200303. See AFM 177-370, section 78, for record format.

**29-54. Preparation--DD Form 1329, Statement of Transactions, or Alternate Mechanized Listing.** See AFM 177-370, figure 78-5, for record format.

### **29-55. Preparation--DD Form 1400, Statement of Interfund Transactions:**

**a. General Information.** Each field organization and each A&D agent or accounting agent accounting for interfund buyer billings received from suppliers prepares DD Form 1400 for each accounting period, as in figure 29-5. Each field organization or agent accounting for seller billings issued for the billing office prepares DD Form 1400 for each accounting period, as shown in figure 29-6. Any field organization or agent performing both functions prepares two separate DD Forms 1400. Negative reports are required from field organizations. Negative reports are also required from agents who normally perform accounting for interfund transactions. Special instructions for September fiscal year-end reporting are in paragraph 29-60.

**b. Preparation of Buyer DD Form 1400.** (See figure 29-5.) Prepare part I of buyer DD Form 1400 from month-end totals in section I of the interfund control ledger prescribed in chapter 27, section K. Prepare part II of buyer DD Form 1400 from month-end totals in section II of the interfund control ledger.

(1) Heading. Enter "Buyer" in front of title of DD Form 1400. Enter the reporting station ADSN in block 1, the accounting period in block 2, and the installation name and address in block 3.

(2) Appropriation or Fund Symbol. Enter the full appropriation, limitation, and PY under which interfund disbursements or reimbursements were recorded during the period. Report data at the same accounting classification level as reported in DD Form 1329. The appropriations charged, cited in the supporting SBRs, may not be at the same accounting classification level as the report data required in the DD Form 1400. If the appropriation charged is valid for your station, report in part I at the level required above. If not valid, report acceptance in part I and adjustment in part II at the level shown on the SBR. Reconcile SBR support to DD Form 1400 totals at the appropriation level. Enter limitations per instructions in chapter 27, section K.

(3) Reimbursements (Credits) Column. Leave this column blank.

(4) Expenditures (Charges) Column. Part I shows amounts charged or credited to appropriations and funds as shown in SBRs received from sellers. The amounts in this column must agree, by appropriation, with supporting SBRs containing an X(11) in rp (record position) 80. Part II shows charges and credits by buyer adjustment action.

(5) Totals. Show separate totals for parts I and II. Part II total must net to zero.

(6) Date. Enter the date DD Form 1400 is mailed.

(7) Signature and Title. Enter field organization's title and signature attesting to the accuracy of the statement, on all forms.

**c. Preparation of Seller DD Form 1400.** Prepare seller DD Form 1400 (figure 29-6) from the listing of seller's summary billing records:

(1) Heading. Enter "Seller" in front of the title of DD Form 1400. Enter the reporting station ADSN in block 1, the accounting period in block 2, and the installation name and address in block 3.

(2) Appropriation or Fund Symbol. For reimbursements, enter the full appropriation or fund classification, including limitation. Expenditures reported against Army, Navy, and OSD funds are at the level shown in the SBRs. For appropriations with limitations, enter the program year preceded with a hyphen immediately after the last digit of the limitation. Enter limitations per instructions in chapter 27, section K.

(3) Reimbursements (Credits) Column. In this column, record amounts credited to Air Force appropriations and funds on issuance of billings.

(4) Expenditures (Charges) Column. In this column, record charges and credits to appropriations and funds as shown in the seller SBRs. The amounts in this column must agree, by appropriation, with the supporting seller SBRs (blank in rp 80).

(5) Totals. The total of the "Expenditures" column must equal the total of the "Reimbursements" column.

(6) Date. Enter the date DD Form 1400 is mailed.

(7) Signature and Title. Enter the field organization's title and signature, attesting to the accuracy of the statement.

**d. Summary Billing Records.** Complete each SBR as prescribed in AFM 177-370, figure 79-2.

(1) All Air Force activities that transmit the RCS: HAF-ACF(M)7113 report by FTP are required to submit SBRs by FTP. Field organizations submitting report records by FTP enter K in rp 77 of the SBRs and include these records in the FTP submission.

(2) Field organizations not using FTP, mail the SBRs and listing with the duplicate DD Form 1400 to DFAS-AHAA/DE.

**29-56. Preparation--Schedule of Net Disbursements/Reimbursements.** This schedule contains summarized net disbursements and reimbursements distributed by appropriation and fund accounts and by MAFR category codes. It includes the required subsidiary accounting classifications, including FY/PY, OAC, ASN, MFP, project, subproject, BPAC, MPC, BAAN, FMS case code (97-11X8242), FMS country code, accounts receivable sales code, and ADSN, as applicable. Prepare the schedule by summarizing data in various subsidiary ledgers. See AFM 177-370, section 78 and figures 78-3 and 78-4 for this product at locations using automated procedures. Special instructions for September year-end reporting are in paragraph 29-60.

a. Each field organization prepares the schedules to include current month disbursements and collections for self (including all interfund charges and credits to local funds), for others, centrally managed allotments, centrally managed operating budget authorities, adjustments, and charges to suspense. They also include cumulative disbursement and reimbursement totals and ending balances in locally maintained deposit fund accounts and in suspense. The schedule prepared by a principal field organization must balance to the current month disbursement/reimbursement totals by appropriation reported on DD Form 1329 and/or DD Form 1400. The SF 1219 agrees with the DD Form 1329.

b. Each A&D agent and accounting agent assigned a separate ADSN prepares a schedule of net disbursements/reimbursements as in figure 29-9. Agents report current month interfund transactions and adjustments of transactions by-others as transactions for-self. Agents also report decreases to suspense, cumulative disbursement and reimbursement totals, and ending balances in suspense. If the agent is not accountable for interfund transactions, the current month appropriation totals are always zero because of offsetting entries. If the agent is accountable for interfund transactions, the appropriation totals in the schedule of net disbursements balance to the agent's DD Form 1400.

c. Each A&D agent and accounting agent under the ADSN of the principal furnishes data to the principal. This is included in the principal's schedule of net disbursements/reimbursements.

d. Complete the schedule as follows:

(1) Column 1--Appropriation/Fund Symbol. Enter the applicable appropriation or fund symbol (for simplified fund codes, see (2) below) under which disbursement and reimbursement data were recorded during the month. As practicable, group and enter appropriations in the sequence shown in DoDFMR, volume 5 (former AFR 177-108), excluding receipt accounts.

(2) Column 2--Fund Code/Limitation. Enter the fund code assigned in AFCDD, ADE FU-515, or limitation symbol, as applicable. Report by separate limitations (if any) on appropriations and funds not assigned separate fund codes that identify limitations. For Army MAP transactions, report by limitations including MAP country code. Include the four-digit limitations applicable to all DoD agencies' funds.

(3) Column 3--Fiscal/Program Year. Enter FY/PY for appropriations assigned fund codes when FY/PY is part of the coding structure. Leave blank when citing appropriations and funds of the Army, Navy, Marine Corps, Coast Guard, and DoD agencies.

(4) Column 4--Operating Agency Code. Enter OAC assigned in AFCDD, ADE OP-168.

(5) Column 5--Allotment Serial Number/BAAN/Sales Code/MPC/FMS Case Code:

(a) Enter the allotment serial number of Army centrally managed allotments and Army paid-for-self transactions.

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(b) Enter the BAAN for Air Force military construction appropriations and 57\*7040 in MAFR code A.

(c) Enter accounts receivable sales code as in AFCDD, ADE AC-115, or corresponding Army source code for reimbursements reported.

(d) Enter MPC (see AFCDD, ADE MA-820) for Air Force procurement appropriations.

(e) Enter FMS case code for 97-11X8242.

(6) Column 6--BPAC/Project/BA/MFP. Enter programs 510 and 530, and project 561 and 562 for military personnel appropriation, in MAFR codes E and W. Use BA/MFP with appropriation 57\*3400 (other than closed accounts).

(7) Column 7--Subproject. Include subproject for MAFR codes E and W on Air Force funds only. Do not report subproject for programs 510 and 530 and projects 561 and 562, military personnel appropriation. Report military payroll deductions for allotments (P 999.XX) at project and subproject level as refunds in section I of schedule of net disbursements/reimbursements.

(8) Column 8--MAFR Category Code (\*Appropriation Total):

(a) Enter "\*" opposite each appropriation/fund total shown in column 9. Enter codes as shown in AFCDD, ADE ME-670, to identify the types of transactions being reported.

(b) Net disbursements codes are:

### FOR-SELF

**A--For-Self, Air Force and DMA Allotments.** Current Month: Disbursements (less refunds) for-self applicable to Air Force, Defense Mapping Agency (DMA), and OSD appropriations and funds allocated to the Air Force and accounted for locally. Include interfund billings charged to these appropriations and funds. This code includes only appropriations and funds for which Status of Funds Data Base Transmissions, RCS: HAF-ACF(AR)7801, are submitted through channels to Air Force operating agencies including operating budget funds. The current month amount includes only transactions for-self.

**A--For-Self, Air Force Allotments.** Cumulative: Total cumulative disbursements for current year for closed accounts and appropriations moved forward to current year, cumulative from inception for all others. Include transactions for-self and by-others. Suballotments exclude disbursements applicable to suballotments issued to others. If only transactions by-others were recorded during the period, report the cumulative total (showing the effect of these transactions) and leave the current month column blank.

**B--For-Self, Other Than Category A.** Current Month: Disbursements for-self, less refunds, applicable to all Defense Working Capital Funds (DWCF)(formerly Defense Business Operations Fund (DBOF)) Stock and Industrial fund activities and AF locally maintained deposit fund accounts. It also applies to centrally maintained deposit fund account disbursements made by the central office. Report unapplied charges and credits recorded in suspense account 57F3885.2000.

**B--For-Self, Other Than Category A.** Cumulative: Total cumulative disbursement for current year for DWCF (formerly DBOF) stock and industrial fund activities; uncleared 57F3885.2000 balance. For stock and industrial fund activities, if only transactions by-others were recorded during the month, report the cumulative amount including these transactions. Leave the current month column blank. The cumulative amounts reported for stock and industrial funds will agree with GLA 613. For 57F3885.2000, the ending balance is the prior month ending balance, plus current month charges, less current month credits.

### FOR-OTHERS

**D--For-Others.** Current Month: Disbursements (less refunds) applicable to appropriations and funds accounted for by other stations (total of MAFR code C). The total reported for each appropriation, limitation, and year must equal the combined corresponding totals in the four (or five) weekly Schedules of Transactions For-Others, RCS: HAF-ACF(W)7112. Totals reported must agree with totals for the period in the transactions for-others control ledger.

**D--For-Others.** Cumulative: None.

**G--For-Others.** Current Month: Disbursements (less refunds) applicable to appropriations and funds accounted for by ANG or tenant stations when the host field organization and ANG or tenant accounting records are on the same computer and the host field organization processes disbursements for the ANG or tenant. Support and disbursing field organizations not sharing the same computer with the ANG or tenant accounting records will use

MAFR code D. MAFR code G transactions are not extracted for the weekly Schedule of Transactions

For-Others, RCS: HAF-ACF(W)7112.

**G--For-Others.** Cumulative: None.

**M--For-Others.** Current Month: Restricted use - DFAS-DE. DFAS-DE will process MAFR code M to report disbursements (less refunds) applicable to appropriations and funds accounted for by-other stations using the Defense Civilian Pay System (DCPS). MAFR code M transactions are not extracted for the weekly Schedule of Transactions For-Others, RCS: HAF-ACF(W)7112.

**M--For-Others.** Cumulative: None.

### ADJUSTMENTS

**F--Adjustments.** Current Month: Adjustments of disbursements and refunds by-others for MAFR code C transactions received which could not be entered in accounting records because of incorrect accounting classification. These are the disbursements and refunds posted in the adjustment ledger from the incorrect side of adjustment vouchers. See paragraph 27-38 for preparation of SF 1081, Voucher and Schedule of Withdrawals and Credits, or OF 1017G, Journal Voucher. With 7113 reconciliations at the appropriation/limit/year for non-FMS appropriations, MAFR code F adjustments are not required for subsidiary (i.e., OAC/BA/Proj) level differences between the by-others register and the obligation in the accounting system. MAFR F adjustments for subsidiary data elements are required for FMS appropriations. Report transactions in this code at the same level as the corresponding transactions in code A or B, depending upon the appropriation or fund involved. Agents report only subsidiary accounting classification adjustments as they reject transactions by-others that cite incorrect appropriations or limitations.

**F--Adjustments.** Cumulative: None.

**J--Adjustments.** Current Month: Host base will process MAFR code J to report SF 1081 adjustment to MAFR code M (DCPS transactions). Tenants will process MAFR code J to report OF 1017G adjustments to MAFR code G or M. See paragraph 27-38 for preparation of SF 1081, Voucher and Schedule of Withdrawals and Credits, or OF 1017G, Journal Voucher. Report transactions in this code at the same level as the corresponding transactions in code A or B, depending upon the appropriation or fund involved.

**J--Adjustments.** Cumulative: None.

**Q--Adjustments.** Current Month: Host base will process MAFR code Q to report SF 1081 adjustments to MAFR code R. Tenants will process MAFR code Q to report OF 1017G adjustments to MAFR code R. See paragraph 27-38 for preparation of SF 1081 or OF 1017G. Report reimbursements in this code at the same level as corresponding reimbursements in codes S or T, depending upon the appropriation or fund involved. Report reimbursement adjustments as credit amounts and repayment adjustments as positive amounts.

**Q--Adjustments.** Cumulative: None.

### OTHER

**E--Centrally Managed Allotments (CMAs).** Current Month: Disbursements (less refunds) applicable to CMAs of the Air Force, Army (except special CMAs assigned specific station numbers), and OSD. Totals reported must agree with corresponding totals in the manual CMA distribution ledger or automated daily appropriation summary ledger. Report aviation fuel transactions charged to fund code 30, OAC 33, BA/MFP 07, ADSN 380100, as MAFR code E. This prevents distribution of SF 1080 as a for-others voucher copy to the accountable station.

**E--Centrally Managed Allotments.** Cumulative: None.

**N--DWCF (formerly DBOF) Stock Fund Activity--Interfund Expenditures (Charges).** Current Month: Disbursements (less refunds) applicable to appropriations and funds listed in paragraph 27-22 for sales of stock fund activity material subject to interfund billing procedures. The total reported for each appropriation or fund must equal the amount reported in the Expenditures column of DD Form 1400, Statement of Interfund Transactions, for each corresponding appropriation or fund.

**N--DWCF (formerly DBOF) Stock Fund Activity--Interfund Expenditures (Charges).** Cumulative: None.

(c) Reimbursement codes are:

### FOR-SELF

**S--For-Self, Air Force and DMA Reimbursements.** Current Month: Reimbursements for-self (less repayments) applicable to Air Force, OSD, and DMA appropriations and funds allocated to Air Force accounted for locally. Include interfund reimbursements, when accounting for billings for the billing office (supplier),

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credited to these appropriations and funds. This code includes appropriations and funds for which DBT RCS: HAF-ACF(AR)7801 reports are sent through channels to Air Force operating agencies. Current month amounts reported include only transactions for-self.

**S--For-Self, Air Force Reimbursements.** Cumulative: Total cumulative reimbursements from inception, except for closed account collections (cumulative for current year). Suballotments exclude disbursements applicable to suballotments issued to others. Cumulative amounts reported include transactions for-self and by-others and must agree with the cumulative reimbursements in reimbursement records. If only transactions by-others were posted during the period, report the cumulative total (showing the effect of these transactions) and leave the current month blank.

**T--For-Self, Other than Category S.** Current Month: Reimbursements and collections (less repayments) for-self applicable to all other appropriations and funds accounted for locally. Include reimbursements to DWCF stock and industrial fund activities and appropriations and funds of the Army and DoD agencies accounted for locally. Include interfund billings credited to these appropriations and funds when accounting for billings for the billing office (supplier). Include collections to locally maintained deposit fund accounts, and collections to centrally maintained deposit fund accounts (when made by the central accounting office). Current month amounts include only transactions for-self.

**T--For-Self, Other Than Category S.** Cumulative: Reimbursement totals, cumulative for current year, for Air Force stock and industrial funds activities; ending balances for locally maintained deposit fund accounts. Amounts reported for stock and industrial funds activities include collections for-self and by-others, which must agree with GLA 612 or 602.500. If only transactions by-others were recorded during the period, report the cumulative amount (showing the effect of these transactions) and leave the current month column blank. Locally maintained deposit fund amounts reported are the ending balances recorded in the deposit fund account control ledger.

### **FOR-OTHERS**

**V--For-Others.** Current Month: Reimbursements and collections (less repayments and decrease adjustments) applicable to appropriations and funds accounted for by other stations (total of MAFR Code U). Include all appropriations and funds listed in paragraph 27-22 when an ADSN other than that of the reporting station is cited (except those citing the ADSN of an inactivated station for which the reporting station is maintaining records). Report adjustments of erroneous collections to centrally maintained deposit fund accounts as negative collections, by other than the office performing central accounting. The total reported for each appropriation, limitation, and year must equal the combined corresponding totals in the four (or five) weekly schedules of transactions for-others. Totals reported must agree with totals for the period in the manual transactions for-others control ledger or automated daily appropriation summary ledger.

**V--For-Others.** Cumulative: None.

**R--For-Others.** Current Month: Reimbursements and collections (less repayments and decrease adjustments) applicable to appropriations and funds accounted for ANG stations when the host field organization and ANG accounting records are on the same computer and the host field organization processes reimbursements for the ANG. Support and disbursing field organizations not sharing the same computer with the ANG accounting records will use MAFR code V. MAFR code R transactions are not extracted for the weekly Schedule of Transactions For-Others, RCS: HAF-ACF(W)7112.

**R--For-Others.** Cumulative: None.

**\*Y--For-Others.** Specified Deposit Funds. Current Month: Collections applicable only to the following deposit fund accounts accounted for by other ADSNs: 57X6276.\*\*\*\*, 57X6434.0001 through .0007, 57X6500, 57X6501.\*\*\*\*, and 57\*6763. Do not include these accounts in the RCS: HAF-ACF(W)7112.

**Y--For-Others.** Specified Deposit Funds. Cumulative: None.

### **ADJUSTMENTS**

**X--Adjustments.** Current Month: Adjustments of reimbursements and repayments by-others for MAFR code U transactions received which could not be entered in accounting records because of incorrect accounting classification. These are the reimbursements posted in the adjustment ledger from the incorrect side of the adjustment voucher. See paragraph 27-38 for preparation of SF 1081 or OF 1017G. Report reimbursements in this code at the same level as corresponding reimbursements in codes S or T, depending upon the appropriation or fund involved. Report reimbursement adjustments as credit amounts and repayment adjustments as positive

amounts. With 7113 reconciliations at the appropriation/limit/year for non-FMS appropriations, MAFR code X adjustments are not required for subsidiary (i.e., OAC/BA/Proj) level differences between the by-others register and the obligation in the accounting system. MAFR X adjustments for subsidiary data elements are required for FMS appropriations. Agents report only subsidiary accounting classification adjustments, as they reject transactions by-others that cite incorrect appropriations or limitations.

**X--Adjustments.** Cumulative: None.

### **OTHER**

**W--Centrally Managed Allotments (CMAs).** Current month: Reimbursements (less repayments) applicable to CMAs of the Air Force, Army (except special CMAs assigned specific station numbers), and OSD. Totals reported must agree with corresponding totals in the manual CMA distribution ledger or automated daily appropriation summary ledger. Report aviation fuel transactions credited to fund code 30, OAC 33, BA/MFP 07, ADSN 380100, as MAFR code W. This prevents distribution of the collection voucher to the accountable station.

**W--CMAs.** Cumulative: None.

(9) Column 9--Current Month Amount (DD Forms 1329/1400). Enter the current month amount opposite each item, at the accounting classification level shown. Except where otherwise specified, enter the amount positive unless refunds or payments exceed disbursements or reimbursements. After the last item for each appropriation fund, enter the total for the appropriation fund. This total must agree with the combined corresponding totals of the DD Form 1329 and DD Form 1400.

(10) Column 10--Cumulative Amount. Enter cumulative totals or ending balances as specified for the particular appropriations and funds in (8) above. Enter positive amounts unless there are negative cumulative totals or balances in the source ledgers. Totals reported must agree with cumulative disbursements and reimbursements in the allotment ledgers, reimbursement records, and other source ledgers.

**29-57. Preparation--Identification of Air Force Reimbursements for the Disposal of MAP Property.** All proceeds from the sale of excess or redistributable MAP materiel deposited to 11\*1080 must be identified to a country or international organization. Prepare a schedule as in figure 29-10 supporting the amount of Air Force reimbursements credited to 11\*1080. The total must agree with the amount reported on DD Form 1329. Use MAFR code T for reporting in the RCS: HAF-ACF(M) 7113 report. Do not include reimbursements for sale of administrative services between the FMS trust fund and military assistance appropriations.

**29-58. Adjustments.** See chapter 27, section F, for instructions on adjusting errors in prior reports.

### **29-59. Base Closures/Command Transfers:**

**a. Upon Change of Command Jurisdiction.** When a base is transferred from the jurisdiction of one command to another, the losing command withdraws funds for operation of the base. The gaining command reissues these funds using the same effective date per paragraph 6-49. For the month in which the new allotment advices are received:

(1) Bases reporting under the 1160/60 computer system should use AFM 177-370, section 21, to make an OAC indicative data change. (If a unit move or change in location is involved, AFM 177-370, section 40, Records Transfer and Base Closure Procedures, also applies.) The change in OACs does not generate any new current month MAFR reporting. Advise DFAS-AHAA/DE of cumulative MAFR balances to be transferred through use of a letter of explanation and footnote to the RCS: HAF-ACF(M)7113 transmittal list.

(2) Bases under manual reporting should adjust cumulative MAFR balances only; no current month MAFR entries are required. Also advise DFAS-AHAA/DE in the manner mentioned in the previous paragraph.

### **b. Upon Acceptance of Records of Inactivated Field Organization:**

(1) The records of an inactivated station are received for servicing under paragraph 6-44. Upon receipt, the gaining field organization includes cumulative totals for the inactivated account in the field organization's own schedule of net disbursements/reimbursements under the gaining field organization's own ADSN and combined with data reported for the field organization's own funds. Report disbursements and collections of funds of the inactivated station, which are recorded after acceptance of the records, in the current month and cumulative totals.



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(2) If the base to which the inactivated account applies changes command jurisdiction, the field organization maintaining the records complies with the requirements of paragraph 6-48. The field organization includes the report entries prescribed above in the schedule of net disbursements/reimbursements.

**c. Upon Transfer of Account Responsibility Between Stations.** When appropriation accounting for an organization or function is transferred between stations:

(1) Losing field organization:

(a) Reports in appropriate cumulative totals (MAFR codes A and S, or B and T if applicable) the disbursements and reimbursements transferred out as reduction of the cumulative totals. If all funds for the appropriation, OAC, and project are transferred, the cumulative totals are reduced to zero.

(b) Prepares a letter to DFAS-AHAA/DE explaining the reduction in the cumulative totals (not shown in current month activity). The letter must also identify the ADSN to which the cumulative disbursements and reimbursements were transferred. Attach the letter and a copy of the JV prepared to adjust the allotment ledgers and reimbursement records affected to the schedule of net disbursements/reimbursements.

(2) Gaining field organization:

(a) Reports in appropriate cumulative totals (MAFR codes A and S, or B and T if applicable) the disbursements and reimbursements transferred in as increases to cumulative totals.

(b) Prepares a letter to DFAS-AHAA/DE explaining the increase in the cumulative totals (not shown in current month activity). The letter must also identify the ADSN from which the cumulative disbursements and reimbursements were received. Attach the letter to the schedule of net disbursements/reimbursements.

### **29-60. Special Requirements for September (Year-End):**

a. DFAS-DE 7220.1-R provides that allotment ledgers and other ledgers and records may be held open as long as possible after 30 September. This allows time to post unrecorded transactions with a 30 September or earlier effective date. Include all transactions for-self and for-others through 30 September, and by-others received and posted through 30 September. Recording of by-others registers, interfund billings or transactions involving AEP, or collected reimbursements not recorded at the time of 30 September closing must be deferred until October data is processed. Transactions affecting cumulative disbursement and collection balances applicable to 30 September cannot be recorded after the RCS: HAF-ACF(M)7113 report has been prepared.

b. Submit the September RCS: HAF-ACF(M)7113 report within sufficient time to arrive at DFAS-AHA/DE not later than 2400 hours on the fourth work day in October. Include statements and schedules prescribed in paragraph 29-49.

## **Section H--Selected Balances for Accrual Reporting, RCS: HAF-ACF(M)7184(DT)**

**29-61. Requirement.** Each field organization prepares a report for certain selected balances to be used for departmental-level reporting of accrued expenditures and revenues to the Treasury Department. This report gives data not available at departmental level from other established systems and reports, such as the RCS: HAF-ACF(AR)7801 report.

**29-62. Format.** Bases may send AF Form 1508, Selected Balances for Accrual Reporting (figure 29-16) or a Microsoft Excel spreadsheet. The spreadsheet must identify all columnar headings, balances, footnotes, and supplemental information.

**29-63. Period Covered.** As of each month-end, except report receipt accounts only at the end of each quarter.

**29-64. Responsible Processing Center.** Field organization/ARF, Funds Control and Financial Reports Branch or RAFO/ACA, Accounts Control Processing Center.

**29-65. Due Date.** As specified by DFAS-AHAR/DE.

**29-66. Distribution.** Reports should be submitted by Corporate Electronic Mail or fax to DFAS-AHAR/DE. The 30 Sep RCS: HAF-ACF(M)7184(DT) reports should be submitted in accordance with guidelines provided in DFAS-DE 7220.1-R.

**29-67. Preparation:**

a. Report balances by basic account symbol for all appropriations, funds, and general, special, and trust fund receipt accounts, and deposit fund accounts. Do not report other series of deposit fund accounts, foreign transactions (FT) accounts, revolving funds, and F accounts (for example 57F3875). There are separate reporting instructions for revolving funds. This report includes receipt accounts and appropriations or funds, including DoD allocated funds, that are not reported in the RCS: HAF-ACF(AR)7801 report through Air Force channels. That is, include these same accounts and funds on this report where applicable. However, do not duplicate amounts previously reported on supplemental RCS: HAF-ACF(AR)7801 for AEU or appropriation reimbursements. Identify balances by FY for procurement, RDT&E, and annual appropriations. Appropriation or fund limitations and program year are not required.

b. Designate reported amounts as G for government and P for public in column B.

(1) Designate as "G" amounts payable to, or receivable from, another US government account symbol (except deposit fund accounts).

(2) Designate as "P" amounts involving foreign governments, state, city, or county government, federal employees, DoD military personnel, deposit fund accounts, and commercial or private firms.

c. Report these selected account balances:

(1) Accounts Receivable, Column C. The October through August RCS: HAF-ACF(M)7184(DT) reports include reimbursements receivable not proper for inclusion in the Status of Funds Data Base Transmission, RCS: HAF-ACF(AR)7801, and include refunds receivable not proper for reporting in the supplemental DBT (RCS: HAF-ACF(AR)7801) report. These are receivables applicable to general, special, and trust fund receipt accounts in GLAC 938 and centrally managed operating budget authority/CMAs. For example, that portion of overpayments to contractors that should be established as a refund receivable to the foreign currency fluctuation CMA. Include in the monthly report refunds receivable generated at DFAS-CO/ALB that are not included as reductions to AEU in the RCS: HAF-ACF(AR)7801 report. The accountable field organization records these refunds receivable based on a copy of the demand letter from the contracting office, disbursing office, contract administration office, or selling office/agency.

(a) Report refund receivable amounts in column C with an asterisk to distinguish such amounts from other receivables. Include a footnote and explain or identify the refund receivable source; e.g., Foreign Currency CMA accruals. Except for the military personnel appropriation, do not include unfilled customers' orders on hand.

(b) For reimbursements receivable in column C, provide a separate attachment showing amounts of reimbursements receivable. Identify by sales code within budget program, project, or major force program within appropriation. For example:

Approp	Prog/Proj/MPF	Sales Code	Amount	
57*3500	51A	85B	XXX.XX	
57*3500	51B	93A	XXX.XX	
57*3500	53B	73A	XXX.XX	
57*3400	A7	93B	XXX.XX	(FY 93 and Prior)
57*3400	040	93B	XXX.XX	(FY 94 and Later)

(c) Include late payment charges (including interest and penalties) on receivables due from the public. Specify by appropriation; either 57 3210.0100 or 57 1099. Since 57 3210.0100 reflects accrued interest on all fund codes, it will be necessary to footnote the report, identifying the applicable fund codes the interest value reported refer to. An example of the footnote is shown below:

Total 57 3210.0100	\$1,000,000.00
Dept 57 FC 11	250,000.00
Dept 97 FC 6E	250,000.00
Dept 97 FC 6H	250,000.00
Dept 57 FC 17	150,000.00

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Dept 57      FC29                      100,000.00

(2) Advances and Prepayments:

(a) Contracts With the Public, column D. Include unrecouped or outstanding advance payments made to contractors and institutions. These amounts must be consistent with those posted in AF Form 106, Record of Advance Payments, or similar record, and allotment or operating budget records under the 991 series of budget and RC/CC codes.

(b) All Other Items, column E. Include other outstanding advance payments or prepayments made where delivery or other performance has not occurred. For example, enter prepayments to utility companies for connection charges and advances to other US government agencies in this column. Include the remaining balances under the appropriation from which the payment was made; for example, 57X3300. See AFM 177-370, paragraph 30.34, for specific guidance on how to determine the amount of outstanding CMA travel advances to be reported in column E. Do not include advance, progress, or partial payments to contractor.

(3) Accounts Payable, column F. Include any accrued expenditures unpaid or accounts payable not included in the supplemental DBT RCS: HAF-ACF(AR)7801 report. These are the payables applicable to general, special, and trust fund receipt accounts and centrally managed operating budget authority CMAs (for example, refunds payable). The general criteria prescribed for AEU in chapter 20 apply.

(4) Unearned Revenue, column G. Include any advances received for which delivery of items or other required performance has not occurred. Amounts to be included in this column are restricted to those deposited to qualifying funds or accounts other than general, special, and trust fund receipt accounts. Transactions resulting in reportable amounts should be rare and require a footnote to explain the source and nature of each collection.

(5) Refer to AFM 177-370, section 75.17 for reporting of current and prior year Military Personnel Appropriation--57\*3500 and Operation and Maintenance--573400, Subsistence-in-Kind (SIK).

d. Submit certified 30 Sep RCS: HAF-ACF(M)7184(DT) reports per DFAS-DE 7220.1-R.

**Section I--Base-Level Management Report**

**29-68. Report Requirement.** System 2200/200 computer bases prepare the reports per AFM 177-370, section 82. If not mechanized, follow procedures prescribed by MAJCOM.

**Section J--GSA Request for Transportation Audit Data, RCS: HAF-ACF(Q)7163(DD)**

**29-69. Report Requirements.** This report is required from those overseas bases that are authorized to retain original transportation vouchers for audit by authority of GSA. The report is requested by the Assistant Secretary of Defense (C) letter, 25 Jan 1968.

**29-70. Report Format and Preparation.** Prepare this report in letter format. The report must include:

a. Total number, by transportation document type, of payments for freight and passenger service. Count each document audited during the period of the report.

b. Total number and dollar amount of payments on each type of freight and passenger warrants having overcharges.

c. Total number and dollar amount of correction notices issued to recover overcharges in b above.

d. The dollar amount collected or canceled because of the correction notices issued.

e. Cost and average number of personnel engaged in the transportation audit area during the period of the report.

f. An appropriate narrative to provide information as to trends, experience, and other matters of interest.

**29-71. Period Covered.** Quarterly--31 Dec, 31 Mar, 30 Jun, and 30 Sep.

**29-72. Responsible Processing Center.** Office designated by the field organization.

**29-73. Due Date.** Report is due out not later than 15 workdays after end of the quarter.

**29-74. Distribution.** Mail report to General Services Administration/Office of Transportation Audit (BWCP), Wash DC 20405. An information copy may be provided to the MAJCOM if requested.

**Section K--Civilian Manpower and Funding Report, RCS: DD-COMP(AR)1092**

**29-75. Requirement.** Field organizations maintaining accounting records of civilian personnel expenses are required to submit this monthly report. Separate reporting of civilian personnel expenses pertaining to reimbursements is not required. Reporting is required of civilian personnel expenses financed by the Air Force and Reserve O&M appropriations, RDT&E appropriation, wildlife conservation, military reservations, DBOF stock and industrial activities. Include fund codes 29, 30, 54, 6A, 6E, 67, 68, and 74. The financial and statistical data in this report serve as the basis for budget and apportionment estimates and are used for reporting to OMB and OSD. This information also is used for monitoring budget activities at base, command, and departmental levels.

**29-76. Format.** See AFM 177-372A, volume 1.

**29-77. Period Covered.** Cumulative monthly reporting for the current fiscal year.

**29-78. Responsible Processing Center.** Civilian Pay area.

**\*29-79. Due Date and Distribution.** Due in to funding command by 2400 hours of the 12th workday following the month reported. Funding commands will not establish earlier submission dates. ANG bases send reports pertaining to fund code 58 to ANGSC/AC.

**29-80. Preparation:**

**a. Source Data:**

(1) Data for this report originates as follows:

- (a) EEICs 383, 391, 392, 393, and 396 from Civilian Pay.
- (b) EEICs 386, 394, 511, and 512 from Accounts Control.
- (c) EEIC 395 from Travel.
- (d) Do not report expenses for EEICs 397, 398, or 399.

(2) Where the civilian payroll is maintained by other than the accountable field organization, the paying field organization furnishes the accountable field organization the source data required for report preparation. The paying field organization submits the source data in time to meet the requirements of the accountable field organization.

**b. Audit Requirements:**

(1) The accounting data in this report for fund codes 29, 30, 54, and 68 should agree with similar data in the allotment ledger/operating budget ledger. To ensure agreement, bases and MAJCOMs/FOAs must balance this report by OBAN/ASN at the level of EEIC within program element. Adjust the report as necessary to ensure agreement. However, differences due to rounding are acceptable and need not be adjusted.

(2) Analyze the statistical data to identify erroneous coding of input. Verify that the proper fiscal year compensable hour factor was used to compute man-years. Consult with the civilian personnel office or budget office as necessary to verify validity of total employees by category of employment for each PEC. Make adjustments to statistical data only as necessary to correct erroneous input.

**Section L--DFAS-CO/ALB Disbursement Report, RCS: HAF-ACF(D)7138**

**29-81. Report Requirement.** DFAS-CO/ALB paying station prepares a daily RCS: HAF-ACF(D)7138 report. This report contains the detail of the payment of Air Force funds by DFAS-CO/ALB on contracts they administer for the Air Force. These stations send the report each day to DFAS-AHA/DE by FTP and a hard copy of the HAF-ACF(D)7138 report with any corrections or adjustments annotated to balance to the AF Form 1384, Daily Summary of Disbursements and Collections, by mail. Copies of the disbursement vouchers are not

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required. DFAS-AHAA/DE sends these daily reports to the Air Force accountable station as by-others transactions, RCS: HAF-ACF(D)7112.

**29-82. Report Format.** The standard by-others listing format is in figure 27-3.

**29-83. Period Covered.** Daily.

**29-84. Due Date and Distribution:**

a. DFAS-CO/ALB prepares and sends the daily report record by FTP to the DFAS-DE data processing center, RUVEGAA. All contract payments for each business day must be received at DFAS-DE by 2400 hours the next business day.

b. DFAS-DE edits and balances the daily contract payment notices and converts the DFAS-CO/ALB report into regular RCS: HAF-ACF(D)7112 report format. A procurement instrument identification number (PIIN) listing is also created for use in place of voucher copies. DFAS-DE mails by-others register and PIIN listings to accountable stations daily. DFAS-DE also sends RCS: HAF-ACF(D)7138 transactions by FTP to AFMC accountable stations. (See figure 29-11.)

c. AFMC stations process DFAS-CO/ALB disbursements mechanically with command unique programs. Other Air Force accountable stations process these transactions the same as regular RCS: HAF-ACF(W)7112 Transactions By-Others. If it is necessary to reject a transaction, prepare a separate AF Form 1543, Advice of Rejection, for each line item on the Register of Transactions By-Others listing being rejected. See paragraph 29-45 for due dates and distribution of the weekly RCS: HAF-ACF(W)7112 report.

**\*Section M--Flash Report of Obligation Status, Acct Rpt(M)1445.** Rescinded.

**\*29-85 through 29-89** – reporting requirement has been rescinded.

**Section N--Current Status of Accounts Receivable From Foreign Obligors, IRCN 0105-TD-QU.**

**29-90. Report Requirement.** This report is required from all Air Force field organizations with foreign accounts receivable. The report includes all outstanding foreign accounts receivable except:

a. Delinquent foreign accounts receivable transferred to DFAS-Debt Management Operations Branch (POD)/DE per DFAS-DE 7070.3-R and DFAS-DE 7010.2-R.

b. Air Force stock fund fuels division receivables. They are reported by HQ AFMC/FMF.

c. Airlift service industrial fund receivables. They are reported by HQ AMC/FMIA.

d. Foreign Military Sales receivables.

**29-91. Report Format.** Message. See figure 29-12.

**29-92. Period Covered.** Quarterly--31 Dec, 31 Mar, 30 Jun, and 30 Sep.

**29-93. Responsible Processing Center.** ACA prepares and releases the report. Other Processing Centers may be required to provide data to the ACA.

**29-94. Report Preparation.** The report is prepared manually per DFAS-DE 7070.3-R.

**29-95. Due Date.** Prescribed by the MAJCOM.

**29-96. Distribution.** Field organizations send report to their MAJCOM or IC, regardless of fund source.

**Section O—Civilian Direct Deposit Participation, RCS: DFAS-DE/PNS (SA) 7906.** Reporting requirement is obsolete.

**29-97 through 29-102.** Rescinded.

**Section P—Report of Panama Related Costs (Includes Treaty Costs), RCS: DD-COMP(AR)1536.**

Reporting requirement has been rescinded.

**29-103. through 29-110.** Rescinded.

**\*Section Q--Foreign Currency Fluctuations Report, Acct Rpt(M)1506.** Deleted.

**\*29-111 through 29-116.** Report procedures and figure 29-15 have been incorporated into DoDFMR, volume 6A, chapter 7, appendix C. (See internet site at . )

**Section R--Prompt Payment Act Report, Acct Rpt(Q)1619**

**29-117. Requirement.** This report is prescribed in DFAS-DE 7010.2-R, chapter 43, and is required by Public Law 97-177 (31 U.S.C. 1801).

**29-118. Format.** See DFAS-DE 7010.2-R, chapter 43.

**29-119. Period Covered.** Quarterly.

**29-120. Responsible Processing Center.** Accounting Services prepares and releases report.

**29-121. Due Date.** Provide to MAJCOM by seventh workday after end of quarter.

**29-122. Distribution.** (See DFAS-DE 7010.2-R.)

**29-123. Preparation.** (See DFAS-DE 7010.2-R.)

**Section S--Cyclic Report of Voucherless Travel For- and By-Others, RCS: HAF-ACF(W)8702****29-124. Requirement and Format:**

a. The cycle schedules are prescribed to provide department control over voucherless for- and by-others disbursements and collections, facilitate reconciliation at DFAS-DE, and provide data for preparation of USAF reports:

- (1) The RCS: HAF-ACF(W)8702 Edit/Validation Listing (AFM 177-370, Figure 36-7).
- (2) The RCS: HAF-ACF(W)8702 Voucherless For-Others Audit Listing (AFM 177-370, Figure 77-7).
- (3) AF Form 1545, Advice of Acknowledgment--Transactions By-Others (Figure 29-4 or AFM 177-370, Figure 77-4).

b. Do not include transactions affecting foreign transactions (FT) accounts in cycle schedules.

**29-125. Period Covered.** Weekly cycle submissions normally cover the inclusive period Sunday through Saturday. Assign cycle IDs A through E consecutively. Handle partial cycles at the beginning or ending of a month as follows:

**a. Initial Cycle.** If the first cycle of a month includes transactions for two workdays or less, include these transactions with the next cycle report. If more than two workdays, report as a full cycle.

**b. Last Cycle.** If the last cycle report of the month includes transactions for one or two workdays, bases have the option to include these transactions in the previous cycle. If the last cycle is three workdays or more, report as a full cycle.

**29-126. Responsible Processing Center.** ACA.

**29-127. Due Date and Distribution:**

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a. Cycle reports are normally due out by COB on the third workday after the reporting period. Each August and February a schedule for the next 6-month period is sent with the By-Others Register. The semi-annual schedule shows the period covered for each cycle, the cycle ID number, report as-of-date, and report due-out date, based on the current calendar. Deviations from the prescribed reporting dates are:

(1) If a federal holiday falls in the normal report preparation period, both the cycle period and the due-out period are moved back for the holiday. (Although not shown on the schedule, this rule may be applied to foreign government holidays if necessary to meet prescribed due-out dates.)

(2) If the normal due-out date for the last cycle report results in most reports being received in DFAS-DE on Saturday or Sunday, an extra day is allowed between the last day of the month and due-out date.

(3) Bases transmit the cycle report by FTP to the DFAS-DE Data Processing Center (RUVEGAA) on the second workday after the close of the reporting period. Prepare the product request for Automated Data Reports Submission System (ADRSS) transmission of voucherless transactions as prescribed in AFM 177-370, Figure 77-6.

b. Bases on the voucherless system do not send hard-copy vouchers and edit/validation listings to DFAS-DE. Retain the vouchers and listings for local use.

c. Negative reports are required. Send programmatically generated negative reports to DFAS-AHAA/DE. Do not consider a late report caused by a computer malfunction as a negative report; but do notify DFAS-AHAA/DE by the fastest means possible when a report will be late regardless of reason(s). The first cycle of a new fiscal year will cover the first two normal periods described in paragraph 29-125a. Only one negative report may be sent to cover the extended period.

### **29-128. Preparation:**

**a. Voucherless For-Others Edit/Validation List.** This list shows voucherless for-others transactions validated against the MART validation file.

(1) Bases prepare the list as prescribed in AFM 177-370, section 36.

(2) Audit Requirements. Review the list for error message or remarks. Correct transaction errors using MAFR Code C Voucherless Processing Frame (TV08). Contact DFAS-AHAA/DE to validate appropriation data that appears to be invalid.

**b. Voucherless For-Others Audit List.** The list summarizes for-others voucherless travel transactions by cycle for the applicable reporting period as defined in chapter 27, section D.

(1) Bases prepare the list as prescribed in AFM 177-370, section 77.

(2) Audit Requirements. ACA verifies the data on the list with that on each supporting voucher before transmitting the voucherless cycle to DFAS-AHAA/DE. Retain the vouchers and list for local use.

#### **c. Advice of Acknowledgment--Voucherless Transactions By-Others:**

(1) No Reject(s) in Cycle. ACA prepares advice of acknowledgment transactions for each voucherless by-others cycle accepted as prescribed in AFM 177-370, section 77, figure 77-4.

(2) Rejects in Cycle. ACA processes rejected voucherless travel transactions as prescribed in AFM 177-370, section 31. The travel Processing Center prepares AF Form 1543, Advice of Rejection, as prescribed in chapter 27, section E. Attach a copy of the Accountable field organization Edit List or By-Others Cycle List to the AF Form 1543.

**29-129. Adjustments.** See chapter 27, section F, on preparing adjustments to reports.

<b>STATUS OF [X] ALLOTMENT [ ] SUBALLOTMENT BY APPROPRIATION</b>				PERIOD ENDED 30 September 19XX		REPORTS CONTROL SYMBOL CSCFA-216	
<b>PART I</b> (AR 37-108)				D.O. SYMBOL 6360		D.O. SUPERVISORY ACCOUNTS OFFICE NO. 53	
<b>TO:</b> (Funding Operating Agency c/o Servicing Accounts Office)				<b>FROM:</b> (Reporting Installation)			
<b>FOR:</b> (Allottee)				SIGNATURE AND TITLE OF APPROVING OFFICER			

  

DEPT 21	FUND TYPE 2	FISCAL YR. 19**	BASIC SYM. 2010	LIMITATION 0000	PROG YR	OP AGCY 53
REIMBURSEMENT DESIGNATION 0	ALLOTMENT SER 53-0123	FISCAL STATION NO. 09-057	D.O. DATE	ACCTS OFFICE NO. 53	D.O. SYMBOL 6360	ACCOUNTING DATE 094
APPROPRIATION TITLE Family Housing Management Account				PROGRAM YEAR OR FISCAL YEAR, AS APPLICABLE 19**		

  

ITEM a	FOC b	AMOUNT c	ITEM a	FOC b	AMOUNT c
1. ANNUAL FUNDING PROGRAM OR APPROVED PROGRAM		\$7,500,000.00	11. NET DISBURSEMENTS - CUMULATIVE		\$1,150,500.25
2. AVAILABLE FUNDS (3 + 4 - 5 + 6 + 7)		2,025,000.00	12. BY THIS INSTALLATION		330,130.91
3. UNOBLIGATED BALANCE FWD 1 JULY		-0-	13 BY OTHERS		12,515.25
4. ALLOTMENTS RECEIVED		\$2,000,000.00	14. BY SUBALLOTTEE*		4,587.00
5. RESERVE FOR RECEIPT OF ORDERS		150,000.00	15. BY INTERFUND TRANSACTIONS		29,262.14
6. ORDERS RECEIVED - FUNDED		140,000.00	16. COMMITMENTS OUTSTANDING		-0-
7. ORDERS RECEIVED - AUTOMATIC		35,000.00	17. UNOBLIGATED BALANCE (2 - 10)		367,361.60
8. UNLIQUIDATED OBLIGATIONS 1 JULY		-0-	18. UNLIQUIDATED OBLIGATIONS (8 + 10 - 11)		507,138.15
9. OBLIGATIONS INCURRED - CURRENT MONTH		521,336.66			
10. OBLIGATIONS INCURRED - CUMULATIVE		1,675,638.40			

\*Shown as illustrated in an analysis of disbursements reported by suballottees.

REMARKS

Cumulative Expenses for Military Personnel	\$	
Undelivered Orders .....	\$	200,000.00
Accounts Payable:		
Government .....	\$	306,238.15
Non-Government .....	\$	1,000.00
Advances and Prepayments on:		
Travel Advances .....	\$	
Grants (to the Public) .....	\$	
Contracts (with the Public) .....	\$	
All Other Items:		
Government .....	\$	
Non-Government .....	\$	(100.00)
Unliquidated Obligations .....	\$	507,138.15
		=====

NOTE: This document is for illustration purposes only. Consult DA Fiscal Code for current accounting classifications.

**DA FORM 2794**  
1 AUG 64

**Figure 29-1. DA Form 2794, Army Status of Allotment by Appropriation.**



STATUS OF ALLOTMENT										PAGE NUMBER		NUMBER OF PAGES		REPORTS CONTROL SYMBOL			
BY BUDGET PROGRAM/PROJECT/SUBPROJECT										1		5		CSCFA-216			
PART II	(AR 37-108)									30 September 19XX				ACCOUNTING DATE			
DEPT	FUND TYPE	FISCAL YR.	BASIC SYM	LIMITATION	PROG YR	OP AGCY	REIMBURSEMENT	ALLOTMENT SER	FSN								
							DESIGNATION										
21	2	19XX	2010.	0000	0	53	0	53-0123	09-057					09 4			
			ANNUAL FUNDING			ADMINISTRATIVE	OBLIGATIONS		CUMULATIVE					COMMITMENTS			
			PROGRAM OR			SUB-LIMITATION	CURRENT MONTH	CUMULATIVE	NET DISBURSEMENTS					OUTSTANDING			
			A: REC'D FROM ALLOTTER														
			B: AUTOMATIC														
			a	b	FDC	c	FDC	d	FDC	e	FDC	f	FDC	g	FDC	h	FDC
P 190000			7,500,000				521,336.66		1,675,638.4		1,150,500.2						
			.00						0		5						
P 191000			6,750,000				379,357.16		1,347,069.7		905,616.01						
			.00						4								
P 192000			750.000.0				141,979.50				244,784.24						
			0						310,568.76								
P AA0930											100.00						



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<b>ADVICE OF ACKNOWLEDGMENT - TRANSACTIONS BY-OTHERS</b>		<b>REPORTS CONTROL SYMBOL</b> HAF-ACF(W)7112
ADSN 667100	USE SEPARATE FORM FOR EACH REGISTER OR DA FORM 14-94 SUMMARY	
<b>I. RECEIPT OF THE FOLLOWING IS ACKNOWLEDGED</b>		
	REGISTER OF TRANSACTIONS BY-OTHERS	DAILY REGISTER OF MEAL TICKETS AND TRANSPORTATION TRANSACTIONS (DA FORM 14-94)
TOTAL AMOUNT	\$ 2,503.77	\$
REGISTER NUMBER	B 1	
ACCEPTABLE TRANSACTIONS WILL BE INCLUDED IN APPLICABLE REPORTS FOR MONTH OF:	November XX	
<b>II. REJECTION OF UNACCEPTABLE TRANSACTIONS</b>		
TOTAL AMOUNT OF REJECTIONS	\$ 151.48	\$
NO. OF REJECTIONS	2	
REMARKS		
DATE 16 Nov XXXX	STATION NAME DFAS-LI/ARM	SIGNATURE
AF Form 1545 MAR 69		

**Figure 29-4. AF Form 1545, Advice of Acknowledgment - Transactions By-Others.**

(BUYER)				STATEMENT OF INTERFUND TRANSACTIONS		Atch ____	
<b>1. SERVICE AND STATION/AGENCY NUMBER</b>				<b>2. ACCOUNTING PERIOD</b>			
50400				Dec 20XX			
<b>3. NAME AND ADDRESS OF INSTALLATION</b>							
Lowry AFB CO							
APPROPRIATION OR FUND SYMBOL				REIMBURSEMENTS (Credits)		EXPENDITURES (Charges)	
DEPT	FISCAL YEAR	SYMBOL	SUB OR LIMIT				
Part I - Summary of Billing Cards Processed.							
57	F	3885	1000			\$17,107.36	
57	*	3500				856.56	
57	*	3400				5,932.70	
57	*	3600				1,513.80	
97	X	4930	FC0C			3,241.10	
Total -- Part I						\$28,451.46	
						=====	
NOTE: Totals in Part I must agree with and be supported by summary billing cards (X(11) in rp 80).							
Part II - Adjustment to be reported to Treasury.							
57	F	3885	1000*			\$ 2,153.30	
57	F	3885	1000			(17,017.36)	
97	X	4930	FC0C			( 2,153.30)	
97	X	4930	FC01			17,017.36	
						-0-	
						=====	
NOTE: Total of Part II must net to zero. Part II is not supported by summary billing cards.							
*Supported by listing of current month detail billing (list of charges and credits to account 57F3885.2000).							
<b>TOTALS</b>							
<b>DATE</b>				<b>SIGNATURE AND TITLE</b>			
4 Jan 20XX				JOHN R. DOE, Major, USAF, AFO			

DD FORM 1400, OCT 62

Figure 29-5. DD Form 1400, (Buyer) Statement of Interfund Transactions.

(Seller				<b>STATEMENT OF INTERFUND TRANSACTIONS</b>		Atch____	
)							
<b>1. SERVICE AND STATION/AGENCY NUMBER</b>				<b>2. ACCOUNTING PERIOD</b>			
504900				Jul 20XX			
<b>3. NAME AND ADDRESS OF INSTALLATION</b>							
Landlock AFB KS							
APPROPRIATION OR FUND SYMBOL				REIMBURSEMENTS (Credits)		EXPENDITURES (Charges)	
DEPT	FISCAL YEAR	SYMBOL	SUB OR LIMIT				
57	*	3010	FC0C	\$ 7,155.42			
97	X	4930		446,952.44			
21	*	2031				\$ 7,155.42	
21	*	2020				348,436.63	
17	*	1810				96,219.50	
17	X	4911				2,296.31	
NOTE: Expenditures must agree by appropriation, with the supporting seller SBRs (blank in rp 80).							
<b>TOTALS</b>				\$454,107.86		\$454,107.86	
<b>DATE</b>				<b>SIGNATURE AND TITLE</b>			
4 Aug 20XX				JOHN R. DOE, Major, USAF, AFO			

DD FORM 1400, OCT 62

Figure 29-6. DD Form 1400, (Seller) Statement of Interfund Transactions.

**Figures 29-7 through 29-9. Deleted.**

## IDENTIFICATION OF REIMBURSEMENTS FOR THE DISPOSAL OF MAP PROPERTY

Period 1-31 Aug 19XX

FROM: ADSN 690700  
 RCS: HAF-ACF(M)7113  
 Page 1 of 1

TO: DFAS-AHA/DE

Country of Origin	Amount
Greece	\$ 40,000.00
Turkey	5,000.00
Germany	<u>110,000.00</u>
Total	<u>\$115,000.00</u>

Figure 29-10. Identification of Reimbursements for Disposal of MAP Property.

## DFAS-CO FTP RECORD

<u>Description</u>	<u>Record Column</u>
Record Code (always ampersand &)	1
PIIN	2-14
PIIN Supplement Number	15-19
Record Location Code	20-21 *
ACRN	22-23
Voucher Number	24-29
Limitation (MAP Country Code in 29-30)	30-33
Fund Code	34-35
Program Year	36
Operating Agency	37-38
Allotment Serial Number	39-40
BPAC or Project/Subproject (Subproject in 45-46)	41-46
CNC, Master Case, and Country Code	41-46
MPC	47-52
EEIC or BAAN (Non-FMS)	53-55
Program Element	58-63
FMS Line Item Code	58-60
Accountable Station (second, third, and fourth digit)	64-66
Cycle ID	67-69 **
Subtransaction	70
Dollar Amounts	71-80

\*An X-11 overpunch is entered in CC 20 to identify the HAF-ACF(D)7138 transactions that did not pass the MAFR HAF-ACF(W)7112 edit validation criteria at DFAS-DE (see figure 27-9).

\*\*Cycle ID is assigned at DFAS-DE and is entered in record columns 67-69

Figure 29-11. DFAS-CO FTP Record Format (AFMC).

FROM: 2853 ABG ROBINS AFB GA/FMFA

TO: HQ AFMC WPAFB OH/FMFA

UNCLAS

SUBJECT: REPORT OF ACCOUNTS RECEIVABLE FROM FOREIGN OBLIGORS,

IRCN 0105-TD-QU

PREPARING COMMAND - AFMC

SERVICE - AIR FORCE		TOTAL FOREIGN		AMOUNT DUE AND UNPAID	
		RECEIVABLES		90 DAYS OR MORE	
COUNTRY	PROGRAM	OFFICIAL	PRIVATE	OFFICIAL	PRIVATE
IRAN	142	100	-0-	25	-0-
	480	-0-	100	-0-	-0-
	490	100	-0-	-0-	-0-
COUNTRY TOTALS		100	100	25	-0-
NATO	114	-0-	100	25	-0-
PANAMA	630	100	-0-	-0-	-0-
TURKEY	142	200	100	50	68

POC H.B. PATTERSON, SYS ACCT, FMF, X7987

Figure 27-12. Message Format, IRCN 0105-TD-QU.



**DFAS-DE 7010.1-R**

**Figure 29-13. Civilian Direct Deposit Participation, RCS: DFAS-DE/AOR(SA)7906.**

**Deleted.**

**Figure 29-14. Report of Panama Related Costs (Included Treaty Costs).**

**Deleted.**

**\*Figure 29-15. Message Format, Foreign Currency Fluctuations Report, RCS: ACCTRPT(M)1506.** Deleted (see section Q.)

SELECTED BALANCES FOR ACCRUAL REPORTING					REPORTS CONTROL SYMBOL RCS:HAF-ACF(M)7184(DT)	
FROM			TO		AS OF DATE (Year, month, day)	
APPROPRIATION OR FUND  A	1 CODE  B	SELECTED ACCOUNTS				
		ACCOUNTS RECEIVABLE  C	ADVANCES AND PREPAYMENTS		ACCOUNTS PAYABLE  F	UNEARNED REVENUE  G
CONTRACTS WITH THE PUBLIC  D	ALL OTHER ITEMS  E					
57*3010	G			1,136		
57*3300	P			2,225		
57*3400	P		11,473			
57*3500	G	9,923				
57*3700	P		912			
<b>TOTAL</b>						

1 Insert "P" if related to public or "G" if related to US Government Agencies.

Figure 29-16. AF Form 1508, Selected Balances for Accrual Reporting.

**DFAS-DE 7010.1-R**

**Figures 29-17 and 29--18. Deleted.**

<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <div style="display: flex; justify-content: space-between;"> <span>Return Address</span> <span><b>PRIORITY MAIL</b></span> </div> <div style="text-align: center; margin-top: 20px;"> <p>DFAS-AHAA/DE</p> <p>6760 E. Irvington Place</p> <p>Denver CO 80279-8000</p> </div> </div>	<p>← <b>Label</b></p>
---	-----------------------

RCS: HAF-ACF(W)7112

Cycle: F3

ADSN: XXXX

1 of 1 (21 Mar XX)

**Figure 29-19. RCS: HAF-ACF(W)7112 Submission (Box).**

<div style="display: flex; justify-content: space-between;"> <span>Return Address</span> <span><b>PRIORITY MAIL</b></span> </div> <div style="text-align: center; margin-top: 20px;"> <p>DFAS-AHAA/DE</p> <p>6760 E. Irvington Place</p> <p>Denver CO 80279-8000</p> </div>	<p>RCS: HAF-ACF(W)7112</p> <p>Cycle: F3</p> <p>ADSN: XXXX</p> <p>1 of 1 (21 Mar XX)</p>
---	---

**Figure 29-20. RCS: HAF-ACF(W)7112 Submission (Envelope).**

<div><div>Return Address</div><div><div>PRIORITY MAIL</div></div><div>DFAS-AHAA/DE 6760 E. Irvington Place Denver CO 80279-8000</div></div>	←Label
<div>RCS: HAF-ACF(M)7113 ADSN: XXXX 1 of 1 (3 Dec XX)</div>	

Figure 29-21. RCS: HAF-ACF9(M)7113 Submission (Box).

<div>Return Address</div> <div><div>PRIORITY MAIL</div></div> <div>DFAS-AHAA/DE 6760 E. Irvington Place Denver CO 80279-8000</div>
<div>RCS: HAF-ACF(M)7113 ADSN: XXXX 1 of 1 (3 Dec XX)</div>

Figure 29-22. RCS: HAF-ACF(M)7113 Submission (envelope).





## DCAS CROSS DISBURSEMENT SUPPORT FILE RECORD FORMAT

FIELD NAME	FIELD LENGTH	SUB FIELD LENGTH	FOR/BY-OTHERS RECORD POSITION
DSSN Control Number	19		
Paying ADSN		6	001--006
Year Sent Forward		4	007--010
Month of Year Sent Forward		2	011--012
Monthly Sequence Number		7	013--019
By Others Control Number	19		
Accountable ADSN		6	020--025
Year		4	026--029
Month of Year Sent		2	030--031
Monthly Transaction Number		7	032--038
FBO Type	2	2	039--040
By Others File Transmission -- Day of Year	3	3	041--043
Department	2	2	044--045
Transfer Department	2	2	046--047
Annual Year	4	4	048--051
Program Year	4	4	052--055
Basic Symbol	4	4	056--059
Limit	4	4	060--063
Fund Code	2	2	064--065
Program/FY	4	4	066--069
Operating Agency Code (OAC)	2	2	070--071
ASN/OBAN	2	2	072--073
Budget Program Activity Code (BPAC)	6	6	074--079
Budget Authority (BA/MFP)	2	2	080--081
Project	4	4	082--085
Subproject	2	2	086--087
FMS Country Code	2	2	088--089
FMS Master Case	3	3	090--092
FMS Line	3	3	093--095
Contract/Noncontract Code (FMS)	1	1	096--096
FC/FY (Funding Acct -- FMS)	6	6	097--102
Element of Expense Investment Code (EEIC)	3	3	103--105
EEIC Shred	2	2	106--107
Materiel Program Code (MPC)	6	6	108--113
SRAN/GBLOC (Army Transportation Info)	6	6	114--119
Budget Authorization Account Number (BAAN)	3	3	120--122
Army/OSD ASN(21*2010 P1010,1011)	4	4	123--126

\*Figure 29-23. DCAS Cross Disbursement Support File Record Format

**DCAS CROSS DISBURSEMENT SUPPORT FILE RECORD FORMAT (Continued)**

<b>FIELD NAME</b>	<b>FIELD LENGTH</b>	<b>SUB FIELD LENGTH</b>	<b>FOR-BY OTHERS RECORD POSITION</b>
Detail RC/CC	6	6	127--132
Work/Job Order Number (Temporary WCN/Suffix Multi use)	8	8	133--140
Proposed expansion of Work/Job Order Number (4)	4	4	141--144
Sales Code	3	3	145--147
Emergency Special Program (ESP) Code	2	2	148--149
Document ID	19	19	150--168
Accounting Classification Reference Number (ACRN)	2	2	169--170
Disbursement/Collection Voucher Number	8	8	171--178
Disbursement/Collection Voucher Number Date (YYYYDDD)	7	7	179--185
Report/MAFR Code	1	1	186--186
Accountable ADSN	6	6	187--192
Amount	13	13	193--205
Reject Notes Indicator	1	1	206--206
<b>Reserved for future use</b>	26		
Cycle ID (From DCAS)		2	207--208
FIPC (From DCAS)		1	209--209
Agency Code (From DCAS)		2	210--211
Unused Reserved		15	212--226
WCN (Future addition)		4	227--230
WCN Suffix (Future addition)		2	231--232
Prevalidation Control Number	20		
ADSN		6	233--238
Year		4	239--242
Julian Date		3	243--245
Sequence Number		6	246--251
Action Type		1	252--252
Partial Payment Number	3	3	253--255
Payment Type	1	1	256--256
Collection Type	1	1	257--257
Adv/Prgrs Pmnt Code ( FC 30)	4	4	258--261
Contract Line Item Number (CLIN)	4	4	262--265
Program Element Code (PEC)	6	6	266--271
<b>Reserved for future use</b>	29	29	272--300

**\*Figure 29-23. DCAS Cross Disbursement Support File Record Format (Continued).**

**\*TABLE 29-1****DCAS HARDCOPY SUPPORTING DOCUMENT REQUIREMENTS- -OTHERS FOR NON-FOREIGN MILITARY SALES TRANSACTIONS**

If the LOA Information Is:					And The Subsidiary Information Is:			Then
Department	Transfer Department	Fiscal Year	Basic Symbol	Limit	Project / Subproject	Element of Expense Investment Code (EEIC)	Station ADSN AAA FSN	Mail Voucher and Supporting Documents Marked "DCAS" To:
57 97		ALL	ANY			395** 409** 421** 46***		DFAS-AHAAOA/DEA 6760 E. Irvington Place Denver CO 80279-8000
57			3500		510 530 550 57**** 58****			
			3700 3850		ANY		380100	
							<u>NOT</u> 380100	
		F	3875	0400 0500 0700				

**\*TABLE 29-2****DCAS HARDCOPY SUPPORTING DOCUMENT REQUIREMENTS - FOR SECURITY ASSISTANCE AIR FORCE TRANSACTIONS**

<b>If the LOA Information Is:</b>					<b>And The Subsidiary Information Is:</b>			<b>Then</b>
Department	Transfer Department	Fiscal Year	Basic Symbol	Limit	Project	Element of Expense Investment Code (EEIC)	Station ADSN AAA FSN	Mail Voucher and Supporting Documents Marked <b>"DCAS"</b> To:
97	11	ALL	8242	ANY			ANY	<b>DFAS-AWAFI/DE</b> <b>6760 E. IRVINGTON PL</b> <b>DENVER CO 80279-8000</b>
97	11	ALL	6147					
97		ALL	6147					
11		ALL	6147					
57		ALL	3875	2Z00				
57		ALL	3875	2Z01				
57		ALL	3875	0IPA				
21		ALL	3875	0111			044210	
21		ALL	3875	2020			036253	
21		ALL	3875	8242				
57	11 OR NONE	ALL	1081				843000	
		ALL	1082				846800	
21	11 OR NONE	ALL	1081				044210	
			1082				036253	
17	11 OR NONE	ALL	1081				068566	<b>Pensacola Field Organization</b> <b>Attn: Lavelle Olson</b> <b>130 West Ave, Suite A</b> <b>Pensacola, FL 32508-5120</b>
		ALL	1082					